

Guidance on monitoring PGR attendance and engagement in PowerBI

The monthly attendance and engagement milestones in eProg allow Supervisors to confirm whether their PGR is in attendance and engaged in their research and flag any issues. PGR admin teams have access to reports within PowerBI and local level (School/Division/Dept) monitoring of engagement should be undertaken monthly to regularly monitor the completion status of these milestones. In addition, the Manchester Doctoral College Strategy Group (MDCSG) regularly monitors the completion status of attendance and engagement milestones to ensure PGRs are actively engaged in their research and that any issues are being addressed.

This document provides PGR admin with further information on the reports available within PowerBI to aid the monitoring process.

Power BI: <https://app.powerbi.com/groups/me/apps?noSignUpCheck=1>

App: SR: PGR & eProg (PGR reporting and eProg)

Report on Aggregated attendance and engagement data: Milestones eProg > MDC Incomplete Attendance Milestones

The 'MDC Incomplete Attendance Milestones' report provides data on the following within each Faculty, School and Division:

- The number of PGRs with one or fewer incomplete attendance milestones
- The number of PGRs with two or more incomplete attendance milestones
- % of PGRs with two or more incomplete attendance milestones

PGR admin teams should run the reports on a monthly basis to ensure that their supervisors are completing the attendance and engagement forms as required.

A number of filters are available within Power Bi so that PGR administrators can drill down the data sets. For example filters can be applied for Faculty/School/Division, mode of attendance, programme, cohort year or deadline date of the attendance and engagement milestones.

MDCSG regularly review the % of PGRs with two or more incomplete attendance milestones data throughout the academic year and work with Associate Deans for PGR to communicate with schools where the % of PGRs with two or more incomplete attendance milestones is greater than 10%.

Please note, reports which contain aggregated data cannot be exported from PowerBI to excel in its aggregated format. If exported, the data will be appear in Excel in its raw format.

Report on detailed attendance and engagement data: Milestones eProg > Milestones detail

The 'Milestones detail' report allows PGR admin to report on the status of individual milestones for individual students – so provides the detail which forms the aggregated report. This report can therefore be used to show the PGRs and their supervisors where the attendance and engagement milestone is overdue. There are a number of filters that can be applied to the report, but the following filter selections would for example provide a straightforward report on details of any PGRs from the 2019/20 cohort with overdue attendance and engagement milestones in SALC:

- FACULTY : Faculty of Humanities
- SCHOOL : School of Arts Languages and Cultures

- COHORT YEAR : 2019
- Milestone Type : Attendance Milestone
- Completed : N
- Overdue : Y

This data can then be exported to excel if required via the PowerBI export function.

Report on attendance and engagement data by Supervisor: Milestones eProg > Milestone completion by supervisor

The 'Milestone completion by supervisor' report allows PGR admin to report on the number of incomplete and overdue attendance and engagement milestones per supervisor. Again, there are a number of filters that can be applied to the report, but the following filter selections would for example provide a report on the number of PGRs with incomplete and overdue attendance and engagement milestones in the School of Health Sciences in FBMH with a deadline date in the last 1 year.

- FACULTY : Faculty of Biology, Medicine and Health
- SCHOOL : School of Health Sciences
- MILESTONE TYPE : Attendance Milestone
- DEADLINE DATE
 - Filter Type : relative date
 - Show items when the value = is in the last 1 year

This data can then be exported to excel if required via the PowerBI export function.

Further support and contacts

Further support on using PowerBI is available via:

<https://www.staffnet.manchester.ac.uk/student-records/reporting/>

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